



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 30<sup>th</sup> MEDICAL BRIGADE**  
**APO AE 09042**

REPLY TO  
ATTENTION OF

AETV-MB

15 February 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum #8, Sergeant's Time Training (STT) in the 30<sup>th</sup> Med Bde**

**1. References:**

- a. USAREUR Regulation 350-1, Training in USARERU, 22 July 2002.
- b. FM 7-0 (Training the Force), 22 October 2002.
- c. FM 25-101 (Battle Focused Training), 30 September 1990.
- d. FM 7-22.7 (The Army Noncommissioned Officer Guide), December 2002.
- e. V Corps Policy # 9 (Sergeant's Time Training (STT) in V CORPS), 15 December 2004.
- f. USAREUR Policy Letter # 7, Sergeant's Time training, 4 May 2003.

**2. Purpose:** To establish policies concerning the conduct of Sergeant's Time Training (STT) with the 30<sup>th</sup> Medical Brigade.

**3. Applicability:** All soldiers assigned to the 30<sup>th</sup> Medical Brigade.

**4. Policy:**

a. STT will be performance oriented (hands-on) METL related training at squad, section or platoon level, focusing on individual and collective tasks.

b. STT training will consist of 5 consecutive hours conducted every Thursday between 0700 and 1200 hours.

c. Company annual mandatory training, physical training, inventories, weapons and routine maintenance will not occur during STT time.

d. STT may be used to train Soldiers in a low-density MOS by consolidating Soldiers across battalion/brigade and other organizations. The 3<sup>rd</sup> Thursday of each month will be designated as low-density MOS training throughout the brigade in an effort to combine resources.

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e. Every squad, section or platoon conducting an STT class will have a Sergeant's Time Training Book with a minimum of:

(1) Unit METL with all collective tasks supporting each METL task and each individual task supporting each collective task.

(2) Critical individual tasks, must be accomplished in order to make the collective task work, must be identified.

(3) Lesson Plan.

(4) A soldier sign-in accountability status sheet roster.

(5) A visitor sign-in roster.

(6) Risk assessment checklist completed.

(7) The Sergeant's Time Training Book must be at your location at all times during training.

f. A board/sign with the "Tasks, Conditions, and Standards" will be present at every STT location.

g. The uniform for STT will consists of BDUs, kevlar helmet, complete LBV, first aid pouch w/first aid dressing on the left side of the vest facing upward, pistol belt, canteens w/water and flak vest.

h. Senior NCOs will supervise Junior NCOs in the planning, organizing, and execution of Sergeant's Time Training. Senior NCOs are responsible to the chain of command for the effectiveness of Sergeant's Time Training.

i. Nonessential activities will cease in order to give Sergeants the opportunity to train all those under their control, to include borrow military manpower.

j. Commanders and Command Sergeants Major will ensure that no junior leader is ever put in front of Soldiers to conduct training in which the junior leader is not proficient.

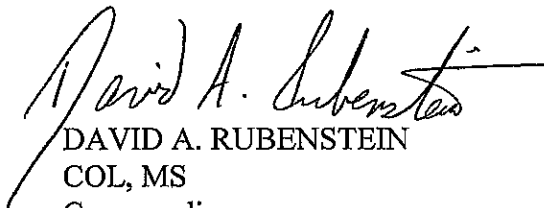
k. After Action Reviews will be conducted following each class by Senior NCOs to identify the strengths and weaknesses of each class.

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1. It must be stressed that no NCO will present a Sergeant's Time Class who has not been given adequate time to prepare. It is the responsibility of the entire chain of command to ensure that Junior NCOs are given the chance to properly prepare classes.

5. The POC for this action is the undersigned at DSN 371-2216.

  
DAVID A. RUBENSTEIN  
COL, MS  
Commanding

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